Projects to Retire EMPL

DPA is progressing on two projects that will allow us to retire EMPL. The first is to adjust CPPS to be our system for recording transactions affecting employees and positions. The second project is a Human Resource Data Warehouse (HRDW) to archive and report both current and historical data on employees, positions, and the workforce.

This newsletter is intended to provide regular updates about these projects to the HR and Payroll community and others who have an interest in this work.

The earliest possible transition to a new system is the spring of 2005. The specific schedule is still to be determined.

Converting from EMPL to CPPS

The technical team is working on designing and building the system changes to meet the requirements identified by the user groups.

Once the building phase has progressed far enough user testing will get underway. We would like to say thanks to the people who have volunteered to do testing. We will contact you to organize the testing after the new year. Anyone else who would like to volunteer please contact Valerie Klemme at (303) 866-3129 or Valerie.Klemme@state.co.us.

Changes to the system will be rolled out to production in a series of releases. The section below called "New Features and Changes" lists the first changes coming in the system.

Human Resources Data Warehouse

The Human Resources Data Warehouse (HRDW) project is in the procurement phase for the required software. The selection process for the required software is in the final stage and we hope to make a recommendation for purchase within the next several weeks.

The design of the HRDW data model is in the early stages, but underway, and will be the most critical component of a successful implementation. It is expected to take approximately 60 days of effort. The development of the reporting system will begin once the data model is complete. We are compiling the results of the questionnaire sent out in early November to assist in the development of the model and to define the requirements for reports that will be available when EMPL is retired.

Many thanks to those who responded to the questionnaire; we received lots of invaluable information. One recurring concern was expressed, however, that needs to be clarified to alleviate any undue stress. Many agencies receive regular file extracts from either EMPL, CPPS or both. The project plans for both the retirement of EMPL and for the HRDW include tasks that address the need to retain these extracts. The current plan is to retain the existing extracts from CPPS, as is, and to re-develop the EMPL extracts from the HRDW and

have them available at implementation. After we've had the opportunity to use the new systems, processes will be re-examined and refined where possible.

We received one or more responses from most agencies but there are still several agencies that we are waiting to hear from. Late submissions will not be penalized so please respond if you have not already done so. The information is critical to our development process.

Please contact paula.amelon@state.co.us if you have any questions or concerns or to request a questionnaire.

New Features and Changes

As changes are made and tested in the system they will be scheduled for release into production. The first release will have a new upgrade from the vendor and some customizations we have made for the conversion. The changes will include:

All Personnel & Benefits Screens
    Removed Action occurrences 2 and 3.

Personnel Action Data (Screen 3)
    Changed the label 'Orig Hire Dt' to 'Svc Start Dt' (Service Start Date).
    Changed the label 'Empl Date' to 'Adj Svc Dt' (Adjusted Service Date).
    Changed the label 'Next Review' to 'Agency Date 1'.
    Changed the label 'Seniority Dt' to Agency Date 2'.
    Removed the edit that requires the LOA Return Date on leave actions.
    Updated the field names in the Data Element Table to match the label changes.
    Added an edit so the Service Start Date can't be over 1 month in the future.
    Added an edit so the Service Start Date can't be later than the Adjusted Service Date.

Job Assignments Data (Screen 4)
    Added a field for Saved Pay Date.
    Added edits so the Saved Pay Date must be zero or 9s on the job if the class begins with 'R' (Judicial) or it must be zero or a valid date not more than 3 years in the future if the job class begins A – Q (Classified).

Personal Data (Screen 5)
    Added a field for a second address line.
    Added a field for an alternate emergency contact phone.
    Removed the Handicap field.
    Added an edit to require Ethnicity. The value 'N' is for 'Not Indicated'.

Other Changes of note
    Changed screens for Personnel Update Transactions 1 and 2. The details are pending.

Previous Changes
    Changed the label 'Range' to 'Grade' on Screen 4
    Removed the field Step on Screen 4.
    Added the Non-Monetary Award field to Screen 9.
    Changed the Range (Grade) field to show all three characters.
    Changed the label 'Range' to Grade on Screen 29.
    Removed the Step field from Screen 29.

Questions & Answers

For questions or comments about these projects please feel free to contact any of the four people listed in the left column on the first page. With your permission we may share your questions and the answers in this section in future editions.